

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

September 19, 2013

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 8:37 a.m. by the Chairperson.

### **MINUTES**

A motion was made by Ms. Hall and seconded by Ms. Ward to accept the minutes of the August 15, 2013 Regular Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

Ms. Fields was invited by Chris Brechlin, Blueprint for a Dream, to participate in a panel discussion, organized by the Connecticut Coalition to End Homelessness, to discuss with Senator Chris Murphy the impact of sequestration on the Section 8 program. The panel discussion took place on August 28, 2013 at the Windham Town Hall. Those on the panel representing organizations trying to prevent homelessness strongly supported Section 8 voucher program as an important link to help prevent and reduce homelessness.

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the August bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

The Financial reports were not available.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the August Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

Mr. Eddy reported that Pat Schneider has been hired as the new Director of Human Services. She will start at the end of this month.

## **General Reports**

Mr. Eddy reported that where residents are planting right up to the walkway or driveway areas, should be advised that their plants/handiwork may be damaged due to plowing this winter.

## **COMMITTEE REPORTS**

### **Quality of Life Committee**

Ms. Ward updated the Board on the schedule and work to be performed by Milrick Lawn Service, LLC. In addition to the landscaping, five trees will also be removed to prevent damage to the property.

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panels/Exterior Lighting Upgrades**

Ms. Fields received a Letter of Intent from Sunlight Solar. The Board reviewed the letter.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the execution of the Letter of Intent from Sunlight Solar by Ms. Fields. Motion approved unanimously.

### **Rent Increase Resolution**

Ms. Fields reported that on September 18, 2013 the proposed tenant rent increase meetings took place for each property. Two tenants attended the Wrights Village meeting and no tenants attended the Holinko Estates meeting. No comments were received on the rent increases nor were any written comments submitted.

## **RESOLUTION**

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property,

## **THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:**

The Base Rent at Holinko Estates will be increased, effective May 1, 2014 as follows:

- a. Two Bedroom Flats from \$560 to \$565 per month.
- b. Two Bedroom Townhouses from \$590 to \$595 per month.
- c. Three Bedroom Flats from \$625 to \$630 per month.
- d. Three Bedroom Townhouses from \$655 to \$660 per month.
- e. Four Bedroom Townhouse from \$725 to \$730 per month.

The Base Rent at Wright's Village will be increased, effective January 1, 2014 as follows:

- a. Small One Bedroom from \$285 to \$295 per month
- b. Large One Bedroom from \$295 to \$305 per month

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the rent increase resolution above. Motion approved unanimously.

## **NEW BUSINESS**

### **Annual HUD Certification Documents**

Ms. Fields provided the Chairman, for his signature, the annual certifications required by HUD for small, non-troubled housing authorities. They are required to be submitted to HUD by October 18, 2013.

### **Section 8 Administrative Fee Reserves**

Ms. Fields provided the Board with the voucher use and HAP expenditures for each town within its jurisdiction as of August 30, 2013. Ms. Fields shared an article from the Register Citizen stating that Winchester Housing Authority will be turning its 220 voucher Section 8 program over to the State to run because they can no longer meet the administrative costs of running the program due to the deep cuts made by sequestration. Due to lack of funding, northwestern Connecticut will lose its voucher program which specifically addressed the needs of those communities.

### **Section 8 Administrative Plan Changes - Chapter 4 and Chapter 7**

Ms. Fields recommended changes to reflect the waiting list opening announcement approved by Fair Housing and some procedural changes for the online application process.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the changes as recommended by Ms. Fields for Chapter 4 and Chapter 7 of the Administrative Plan. Motion approved unanimously.

### **Committee Charters**

Mr. Eddy presented drafts of charters for three committees to be reviewed and discussed at the next Meeting.

## **MEETING DATE REVIEW**

To accommodate all Board members, the Board agreed to change the October Regular Board Meeting from Thursday October 17, 2013 to Wednesday October 16, 2013.

## **OTHER BUSINESS**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to add Real Estate as an additional item of business. Motion approved unanimously.

### **Real Estate**

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms. Fields and to go into Executive Session at 10:35 a.m. Motion approved unanimously.

The Board came out of Executive Session at 11:00 a.m.

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 11:01 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson